

13 APRIL 1998



Administrative Practices

HQ AFMC BULLETIN BOARD

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OPR: 88 CEG/CECH (Jennie M. Florence)
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This instruction sets up procedures and assigns responsibilities for maintaining the HQ AFMC bulletin board.

SUMMARY OF REVISION

This instruction supersedes HOI 11-4, 15 April 1997.

1. General Information. The HQ AFMC bulletin board located at Post 212-E, Building 262, is used for posting official HQ AFMC material of general interest to employees. If space permits, unofficial and personal material, as described in this instruction, may be posted.

2. Responsibility. The 88 CEG/Civil Engineering, HQ Support Office (88 CEG/CECH) is responsible for posting notices, posters, advertising media, etc., on the HQ AFMC bulletin board and determines the suitability of items to be posted.

3. Procedures. Items may be placed in the box adjacent to barber shop or submitted to 88 CEG/CECH, Building 266, Room A 107, for posting. This advertising service is for use of personnel physically located on WPAFB.

3.1. Type of information approved.

3.1.1. Rides wanted, for sale, for rent, lost and found, and free. (Items for garage sales and items for services, such as baby-sitting, maids, typing, repair, etc. won't be accepted). Only "free" animal ads.

3.1.2. Posters for membership drives, campaigns, dances, plays, etc., sponsored by WPAFB.

3.2. Preparation.

3.2.1. Personal ads must be submitted on a neatly prepared 3" x 5" card. An additional 3" x 5" picture may be included on real estate ads. Other ads may include pictures in the 3" x 5" card area. Base telephone numbers aren't permitted on ads except for carpools or lost and found items.

3.2.2. Items listed for sale must show the following certification of ownership on the reverse side of the card. "This property belongs to me; advertisement on the HQ bulletin board is not in furtherance of my own or another person's business activity." Show base telephone and office symbol under the signature.

3.2.3. Real estate and mobile home ads for sale, rent, or lease must be processed through 88 CEG/CEH, Housing Referral Office, Building 2, Area C, before posting on the HQ AFMC bulletin board according to AFH 32-6009. Ads can be processed Monday through Friday from 0800 to 1600.

3.3. Posting.

3.3.1. Notices are posted on Monday for a two-week period. Real estate ads and posters are posted for 30 days.

3.3.2. Ads are kept on file in 88 CEG/CECH for 1 week and may be reposted upon request following a one-week waiting period. The same notice won't be duplicated or repeated consecutively.

3.3.3. Posters are displayed no longer than 30 days.

3.3.4. All posting and removal of notices is done by 88 CEG/CECH. Cards stuck under or on the outside of the bulletin board glass are discarded.

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